

**POLICE MAJOR**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative positions, the primary duty of which is the management of a group of police department divisions or services. The incumbent of this class is responsible for planning and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate staff members who are responsible for divisions within the assigned area. Police Majors also perform financial management functions, public relations duties, and records management duties, in addition to providing for department training and for overseeing the care and maintenance of department equipment and property. Employees of this class perform duties with a high level of independence, reporting to and having work reviewed by the Deputy Police Chief. This class ranks directly below that of Deputy Police Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of an area of police department services, including one or more department divisions. Recommends management policies, goals, and objectives for the assigned area. Conducts inspections of assigned divisions, evaluates their effectiveness, and takes action to improve problem areas. Keeps informed on any local conditions which the department may be called upon to combat. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Provides for the accounting for funds allocated for assigned areas of operation.

Assists in investigating complaints against department personnel and makes recommendations for reply to complaints. Interviews prospective employees and makes recommendations on hiring.

Assists in making decisions concerning what information should be kept in department records and in determining in what form this information should be kept. Supervises the preparation and maintenance of departmental records by reviewing records completed by subordinates and by periodically inspecting facilities for maintaining these records. Completes forms and records and writes reports required to document the activity of assigned divisions.

Serves as department representative at meetings of civic or professional groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Holds meetings with subordinates for the purpose of receiving reports or disseminating information. Assigns work schedules and approves leave. Discusses their work performance with subordinates, and writes employee evaluation reports. Maintains discipline by conducting corrective interviews and by recommending and carrying out disciplinary action as determined by the appointing authority.

Develops a training program for the department and insures that such program is properly staffed and supplied with training resources.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, and property. Provides for repairs and insures that repairs were properly accomplished. Purchases equipment as specified by department procedures, keeping such purchases within the established budget.

Oversees the operations of the law enforcement functions of the department by directing and reviewing the work of subordinate supervisors in these areas.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent

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in the class of Police Captain with at least two (2) years in this class preceding application to the board. The two (2) years is to be counted from the date of probational appointment.

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